

# **Alpha Kappa Alpha Sorority, Incorporated**

## **THETA RHO OMEGA CHAPTER**

### **BYLAWS**

### **2025**

#### **Article I. NAME**

This chapter shall be known as **THETA RHO OMEGA CHAPTER** of Markham, Illinois of Alpha Kappa Alpha Sorority, Incorporated. The chapter shall be composed of Graduate Sorors as defined by the Corporate Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc.

#### **Article II. PURPOSE**

The purpose Theta Rho Omega Chapter is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women to improve their social stature, to maintain a progressive interest in college life, and to be of service to all mankind as stated in the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc.

#### **Article III. MEMBERSHIP**

Membership in Theta Rho Omega Chapter shall consist of those sorors who meet the requirements as stated in the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated.

##### **Section 1 Qualifications**

An active member is a soror who meets all financial obligations for the current year for both the chapter and the Boule. New candidates for Theta Rho Omega Chapter must comply with requirements as set forth in the Constitution and Bylaws of Alpha Kappa Sorority, Incorporated.

##### **Section 2 Assessments, Fees, or Dues**

The chapter dues shall be the sum recommended to the chapter in October by the Finance committee acting as a committee of the whole and approved in November by the chapter. Additionally, sorors shall pay an annual assessment, and/or dues, to the chapter's Non-Profit Organization, as determined by the members of Theta Rho Omega Chapter.

Chapter dues paid after January 20<sup>th</sup> shall be paid with a cashier check or money order. Dues received after January 20<sup>th</sup> may result in a late transmission (after January 31<sup>st</sup>) of Per Capita tax.

Recent Soror Graduates (Undergraduates) who graduate in current year and who have paid their Per Capita and EAF fees to the Corporate office and who are financially active in that current year, may transfer their chapter membership to Theta Rho Omega chapter and would not pay chapter dues only to Theta Rho Omega for that current year. Soror would still pay for other chapter activities such as Chapter Retreat, December Luncheon, CRC chapter assessment, Chapter Anniversary.

Chapter dues only for sorors who have attained the age of 85 years, shall be reduced by 10% of the Chapter Dues amount only if so desired. The soror will still pay for other chapter activities such as Chapter Retreat, December Luncheon, CRC chapter assessment, Chapter Anniversary

The National Per Capita as levied by the Boule shall be paid in full by January of each year. After February 1<sup>st</sup> of each year, a 10% fine shall be added.

The Tamiouchos shall not transmit the Per Capita tax to Alpha Kappa Alpha headquarters until financial obligations to the chapter have been met.

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When the chapter is hostess to the Regional Conference or Boule, a special assessment is levied. Each active member must pay said assessment to remain in good standing with the chapter.

Fund Raising: When advertisements are solicited (e.g. for the program booklet) or tickets are sold for the fund-raising event, and the advertiser or ticket buyer does not pay for the said advertisement or tickets, the soror who solicited the ad and/or sold the tickets is held responsible for the unpaid balance.

All elected and appointed chapter officers and committee chairman shall have met all financial obligations to the chapter by the beginning of the fiscal year January 1<sup>st</sup>. Sorors who are not financial are not eligible to hold office or chair committees.

The fiscal year of the chapter shall be January 1 through December 31.

### **Section 3 Rights of Membership**

In chapter meeting, each active soror is entitled to one vote.

A soror must be financial for the year to vote at the November meeting.

Plurality vote decides election.

Reinstated and transferred sorors must be financial with the chapter at the time of the election to be eligible to vote.

A soror must be financial by the January chapter meeting to hold an appointed or elected position in the chapter.

A soror must be financial by the January chapter meeting to vote at the January chapter meeting.

Any member wishing to hold office and who meets the requirements set forth in these bylaws, may submit her credentials in writing to the Nominating committee by September 1<sup>st</sup>.

Theta Rho Omega Chapter sorors will be ineligible for any prizes associated with the chapter's fund raising events.

### **Section 4 Resignations and Disciplinary Action**

Each member shall have knowledge of and shall comply fully and in good faith with the sorority's Constitution and Bylaws. Penalties or sanctions may be imposed when members violate their obligations under the sorority Constitution, and Bylaws or chapter bylaws.

The penalties for violation of the sorority's Constitution or Bylaws by individual members include withdrawal of privileges, suspension, and expulsion, in accordance with the sorority's bylaws.

Chapter members that repeatedly ignore the presiding officer and/or otherwise violate rules of order may be excluded from the meeting by the presiding officer.

### **Elected officers may be removed from office by the following procedure:**

A written petition stating specific dereliction of duties and signed by 2/3 of the financial membership shall be presented in person by a representative of the petitioners to the Executive committee.

### **Elected officers may be removed from office by the following procedure (cont'd):**

The Basileus shall notify the Epistoleus to send written notice to the officer in question and to the membership at least fifteen (15) days in advance of the date when the vote will be taken for removal from office.

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The soror in question will have the opportunity to respond to the written petition asking for her removal from office at the meeting.

A ballot vote of 2/3 of the financial members present is required for removal.

Appointed officers may be removed by the Basileus upon presentation of a written petition signed by 2/3 of the financial members of the chapter.

#### **Section 5. Graduate Membership Intake**

The chapter will conduct membership intake based on the current Alpha Kappa Alpha Sorority, Incorporated® guidelines.

#### **Section 6. Soror Code of Ethics**

Annually, each member of Theta Rho Omega chapter shall read and sign the Code of Ethics as required by Alpha Kappa Alpha Sorority, Incorporated®.

### **Article IV. Qualifications for Officers, Nominating Committee and Finance Committee**

**To be an officer candidate, a soror must comply with the following:**

1. Be an active and financial soror who desires to be a candidate for a chapter office should have the opportunity and responsibility to attend the Leadership Program for 2 consecutive years.
2. Have attended Theta Rho Omega's Chapter Retreat in the last two years.
3. Be an active member for two years consecutively except for the Basileus and Anti-Basileus who must be active for three years consecutively.
4. Have attended at least 70% of the regular meetings for two years consecutively.
5. Have participated in the program activities of the chapter as an active member of at least one program committee for two years consecutively.
6. Have attended: **A.** At least one Regional Conference in the last 24 months; **B.** A Boule or Leadership Seminar in the last 24 months; **C.** A Cluster Retreat and Chapter Retreat in the last 24 months preceding her candidacy.
7. Be familiar with Alpha Kappa Alpha Constitution and Bylaws, Manual of Standards Procedures, and Chapter Bylaws.

#### **A. Basileus Qualifications:**

1. Must meet all requirements of **Article IV Officers: items 1-7**
2. Attended three of the last five Regional Conferences
3. Attended at least one Boule over the past five years
4. Attended at least one Leadership Training Seminar of the last two held
5. Chaired a standing committee in Theta Rho Omega Chapter. Those committees are program areas, fundraising and scholarship
6. Held office of Anti-Basileus immediately preceding term as Basileus

#### **B. Anti-Basileus (Basileus-Elect) Qualifications:**

1. Must meet all requirements of **Article IV Officers: items 1-7**
2. Attended three of the last five Regional Conferences
3. Attended at least one Boule over the past five years
4. Chaired a standing committee in Theta Rho Omega Chapter. Those committees are program areas, fundraising and scholarship

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**C. Grammateus Qualifications:**

1. Be an active and financial soror who desires to be a candidate for a chapter office should have the opportunity and responsibility to attend the Leadership Program for 2 consecutive years.
2. Have attended Theta Rho Omega's Chapter Retreat in the last two years.
3. Be an active member for two years consecutively except for the Basileus and Anti-Basileus who must be active for three years consecutively.
4. Have attended at least 70% of the regular meetings for two years consecutively.
5. Have participated in the program activities of the chapter as an active member of at least one program committee for two years consecutively.
6. Have attended: **A.** At least one Regional Conference in the last 24 months; **B.** A Cluster Retreat and Chapter Retreat in the last 24 months preceding her candidacy.
7. Be familiar with Alpha Kappa Alpha Constitution and Bylaws, Manual of Standards Procedures, and Chapter Bylaws.

**D. Anti-Grammateus Qualifications:**

1. Be an active and financial soror who desires to be a candidate for a chapter office should have the opportunity and responsibility to attend the Leadership Program for 2 consecutive years.
2. Have attended Theta Rho Omega's Chapter Retreat in the last two years
3. Be an active member for two years consecutively except for the Basileus and Anti-Basileus who must be active for three years consecutively.
4. Have attended at least 70% of the regular meetings for two years consecutively.
5. Have participated in the program activities of the chapter as an active member of at least one program committee for two years consecutively.
6. Have attended: **A.** At least one Regional Conference in the last 24 months; **B.** A Cluster Retreat and Chapter Retreat in the last 24 months preceding her candidacy.
7. Be familiar with Alpha Kappa Alpha Constitution and Bylaws, Manual of Standards Procedures, and Chapter Bylaws.

**E. Tamiouchos Qualifications:**

1. Meet all requirements of **Article IV Officers: items 1-7**
2. Demonstrate bookkeeping or accounting skills
3. Have knowledge of proper procedure for handling finances and investments
4. Have ability to establish an orderly method of recording income and expenditures
5. Certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds

**F. Pecunious Grammateus Qualifications:**

1. Meet all requirements of **Article IV Officers: items 1-7**
2. Have basic bookkeeping or accounting skills
3. Certify that she has not been sanctioned by (1) legally or (2) internally by another organization for misappropriation of funds

**G. Ivy Leaf Reporter Qualifications:**

1. Be an active and financial soror who desires to be a candidate for a chapter office should have the opportunity and responsibility to attend the Leadership Program for 2 consecutive years.
2. Have attended Theta Rho Omega's Chapter Retreat in the last two years
3. Be an active member for two years consecutively except for the Basileus and Anti-

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Basileus who must be active for three years consecutively.

4. Have attended at least 70% of the regular meetings for two years consecutively.
5. Have participated in the program activities of the chapter as an active member of at least one program committee for two years consecutively.
6. Have attended: **A.** At least one Regional Conference in the last 24 months; **B.** A Cluster Retreat and Chapter Retreat in the last 24 months preceding her candidacy.
7. Be familiar with Alpha Kappa Alpha Constitution and Bylaws, Manual of Standards Procedures, and Chapter Bylaws.
8. Can compile, type and edit news releases
9. Develop rapport with the media

#### **H. Epistoleus Qualifications:**

1. have the opportunity and responsibility to attend the Leadership Program for 2 consecutive years.
2. Have attended Theta Rho Omega's Chapter Retreat in the last two years
3. Be an active member for two years consecutively except for the Basileus and Anti-Basileus who must be active for three years consecutively.
4. Have attended at least 70% of the regular meetings for two years consecutively.
5. Have participated in the program activities of the chapter as an active member of at least one program committee for two years consecutively.
6. Have attended: **A.** At least one Regional Conference in the last 24 months; **B.** A Cluster Retreat and Chapter Retreat in the last 24 months preceding her candidacy.
7. Be familiar with Alpha Kappa Alpha Constitution and Bylaws, Manual of Standards Procedures, and Chapter Bylaws.
8. Can operate a personal computer (PC), electronic mail capabilities and office equipment
9. Be knowledgeable on the use of the PC and have the necessary skills for performing her duties as described.

#### **I. Finance Committee Qualifications:**

1. Be an active member of the chapter for 24 consecutive months.
2. Have attended a Chapter Retreat in the last two years,
3. Have attended Chapter Leadership Development programs within the last two years.
4. Served as an active member of a chapter program committee within the last two years.
5. Have attended 70% of regular chapter meetings for last two years.
6. Be familiar with Alpha Kappa Alpha Constitution & Bylaws, Manual of Standard Operating Procedures, Chapter Bylaws, and Chapter Operations Manual.

#### **J. Nominating Committee Qualifications:**

1. Be an active member of the chapter for 24 consecutive months.
2. Have attended a Chapter Retreat in the last two years.
3. Have attended Chapter Leadership Development programs within the last two years.
4. Served as an active member of a chapter program committee within the last two years.
5. Have attended 70% of regular chapter meetings for last two years.
6. Be familiar with Alpha Kappa Alpha Constitution & Bylaws, Manual of Standard Operating Procedures, Chapter Bylaws, and Chapter Operations Manual.

#### **Election of Officers:**

1. Secret ballot by simple majority shall elect all Elected Officers, Nominating Committee Members, and Finance Committee Members
2. All sorors must be financial with the chapter at the time of the election to be eligible to vote

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#### **Appointed Officers:**

The Basileus shall appoint the following officers of the chapter: **Historian, Hodegos, Parliamentarian, Chaplain and Philacter.**

#### **A. Hodegos Qualifications:**

1. Be pleasant, congenial, and friendly
2. Be self-confident and dependable
3. Enjoy meeting and entertaining people

#### **B. Parliamentarian Qualifications:**

1. Competent and experienced in parliamentary procedure
2. Thoroughly familiar with the Alpha Kappa Alpha Constitution and Bylaws, Manual of Standard Procedures, chapter bylaws and Robert's Rules of Order, Newly Revised

#### **C. Philacter Qualifications:**

1. Be punctual
2. Be firm
3. Know chapter members
4. Know the password

#### **Section 1 Officer Duties:**

It shall be the duty of each officer to deliver to her successor all files, supplies and other materials by the officers' workshop for chapter officers and chairmen or within 30 days.

#### **A. Basileus**

##### **It shall be the duty of the Basileus to:**

1. Preside over all meetings of the chapter
2. Create and appoint committees, except the Nominating and Finance committees
3. Decide the vote in case of a tie
4. Co-sign all checks
5. Be an ex-officio committee member of all committees, except the Nominating committee
6. Function in an advisory capacity to all committees
7. Attend all chapter functions
8. She is the official chapter representative to public and other invited functions with the exceptions as noted in the bylaws.
9. She shall automatically be a delegate to the Regional Conference and Boule. If it is impossible for her to attend, the chapter shall name the delegate from one of the other officers in the following sequence: Grammateus, Tamiouchos, Pecunious Grammateus and Epistoleus. If no delegate is selected from the above officers, the chapter shall elect the delegate.

#### **B. Anti-Basileus**

##### **It shall be the duty of the Anti-Basileus to:**

1. Assist the Basileus in the performance of her duties and preside during the absence of the Basileus
2. Complete the term of the Basileus if the Basileus is unable to complete her term
3. Be an ex-officio committee member of all committees, except the Nominating committee
4. Function in an advisory capacity to all committees
5. Serve as chairman of the Program committee and as a member of the Finance committee

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6. Preside over quarterly meetings with Program/Target chairmen
7. Attend all chapter functions
8. She shall represent the chapter at functions when the Basileus cannot attend
9. She shall sign checks in the absence of the Basileus or Tamiouchos
10. She shall automatically be a delegate to the Regional Conference and Boule. If it is not possible for her to attend, the chapter shall name the delegate from one of the other officers in the following sequence: Grammateus, Tamiouchos, Pecunious Grammateus or Epistoleus. If no delegate is selected from the above officers, the chapter shall elect the delegate.

#### **C. Grammateus**

##### **It shall be the duty of the Grammateus to:**

1. Maintain accurate records of all chapter proceedings
2. Maintain an alphabetical roster of all active members
3. Call roll on request
4. Read minutes; she shall stand when reading minutes, reporting committee recommendations and when counting votes
5. Record business accomplished at every meeting
6. Preside in the absence of the Basileus and Anti-Basileus
7. Record the "yes" and "no" votes
8. Maintain minutes in a bound volume
9. Assist the Basileus in agenda preparation
10. Assist the Basileus in establishing a quorum
11. Notify created committees of appointment and outline instructions as specified in the motion which created the committee
12. Read all appeals from rulings of the chair whether overruled or sustained
13. Furnish delegates with proper credentials
14. Seal and preserve ballots and tallies with report until there is no liability of a recount being ordered, unless bylaws state differently
15. Perform other duties requested by the Basileus
16. Keep minutes of each chapter meeting in a permanent record book that can be either a ledger with handwritten minutes or a bound book with printed copies of minutes developed from a word processing application, e.g. Microsoft Word. When these original notes are corrected, and approved, they shall be copied into the permanent records and signed by both the Basileus and Grammateus as a guarantee against errors in copying. The Grammateus shall make the minutes available to every member

#### **D. Anti-Grammateus**

##### **It shall be the duty of the Anti-Grammateus to:**

1. Function in the absence of the Grammateus
2. Assist the Grammateus in the performance of her duties
3. Keep an accurate record of each soror's attendance at chapter meetings
4. Establish a chart/spreadsheet for the current year to be completed monthly, that records attendance at chapter meetings, Officers Training (associated with Theta Rho Omega (TRO)), TRO Retreat, Cluster Meetings, Regional Conferences, Boule, and Leadership Training (associated with Boule) for each financial member of TRO.

#### **E. Tamiouchos**

##### **It shall be the duty of the Tamiouchos to:**

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1. Follow Alpha Kappa Alpha Sorority, Incorporated financial procedures
2. Receive all monies from the Pecunious Grammateus
3. Keep an orderly record of income and expenditures
4. Make timely deposits of funds received
5. Issue checks upon receipt of properly executed vouchers
6. Sign checks along with the Basileus (or Anti-Basileus in the absence of Basileus)
7. Reconcile bank statements
8. Prepare annual reports to include monies received and expended and the status of chapter finances
9. Maintain a cash disbursement journal
10. Maintain the checkbook and make all disbursements by check rather than cash
11. Her report shall be audited annually
12. The office shall be bonded
13. Include in the financial statement for February, a list of financial members
14. Be the Chairman of the Finance committee and a member of the Program committee.

#### **F. Pecunious Grammateus**

##### **It shall be the duty of the Pecunious Grammateus to:**

1. Submit all funds received to the Tamiouchos with a statement indicating the source of all funds received
2. Maintain a cash receipt journal recording all income received, by source, as shown in the duplicate receipt book
3. Maintain a current alphabetical list of financial members
4. Maintain a current record of funds available
5. Keep a record of all payments made by each soror and bring that record to chapter meetings
6. Serve on the Finance Committee
7. The office shall be bonded.

#### **G. Ivy Leaf Reporter**

##### **It shall be the duty of the Ivy Leaf Reporter to:**

1. Review press releases from all committee chairmen
2. Forward all press releases to the Basileus for approval before publication
3. Send news releases to all news media
4. Cover all major chapter activities
5. Conduct an annual public relations workshop to get the entire chapter involved
6. Set up a monthly calendar of events
7. Serve as chairman of the Public Relations Committee
8. Write the Ivy Beyond the Wall profile for chapter's deceased sorors and submit to the Ivy Leaf magazine

#### **H. Epistoleus**

##### **It shall be the duty of the Epistoleus to:**

1. Notify all financial members of meetings and activities per the directive of the Basileus
2. Keep a master roster
3. Maintain a current mailing list
4. Read all correspondence at chapter meetings
5. Maintain a correspondence file
6. Assist the Basileus with the development of, printing and mailing of the chapter

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newsletter

7. Prepare an annual chapter directory

**I. Historian**

**It shall be the duty of the Historian to:**

1. Keep the chapter history current and submit a written report at the December meeting
2. Serve as the custodian of all chapter records and share responsibility with the Basileus for chapter property
3. Make an annual inventory and submit a copy to the Basileus and Grammateus at the December meeting
4. Maintain a current file of all chapter and individual Sorors' activities and assist with documentation needed for Regional and Boule business
5. Work cooperatively with the Program Chairman and Ivy Leaf Reporter
6. Send chapter information to the National Archives annually

**J. Hodegos**

**It shall be the duty of the Hodegos to:**

1. Greet and welcome visiting sorors to chapter meetings
2. Promote harmonious and sisterly relations among the sorors of the chapter
3. Serve as the Chairman of the Courtesy committee
4. Take care of all courtesies as outlined in the Courtesy Guidelines.

**K. Parliamentarian**

**It shall be the duty of the Parliamentarian to:**

1. Assist the presiding officer in the interpretation of the chapter bylaws, Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated and Manual of Standard Procedures
2. Refer to the Robert's Rules of Order (Newly Revised) in all matters not provided for in the Constitution and Bylaws
3. Serve as chairman of the Bylaws committee
4. Distribute amended bylaws at the first meeting of each year

**L. Chaplain**

**It shall be the duty of the Chaplain to:**

1. Assist the Protocol committee with the Ivy Beyond the Wall ceremony
2. Provide spiritual guidance for the chapter
3. Organize meditations for meetings
4. Recite or lead the meditation, invocation, and spiritual expression for the chapter
5. Provide meditation, invocation, benediction for public meetings or programs, unless the Basileus designates another to do so
6. Be a member of the AKApe' Committee.

**M. Philacter**

**It shall be the duty of the Philacter to:**

1. Guard the door and announce all alarms
2. Check credentials or eligibility of sorors arriving late
3. Deny entrance to unauthorized persons
4. Assist in maintaining order upon request by the Basileus
5. Ask all visitors to leave the meeting room during financial reporting and voting process.

**Section 2 Terms of Office:**

1. No officer member shall hold more than one office at any time.

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2. All elected officers, excluding the Epistoleus and Ivy Leaf Reporter shall be elected for a two-year term
3. The elected officers of Epistoleus and Ivy Leaf Reporter shall be elected for a one-year term
4. Nominating committee members and Finance committee members shall be elected for a two-year term
5. All Elected officers, Nominating committee members and Finance committee members may be elected for another consecutive term not to exceed two terms
6. The Basileus shall serve one term in office.

All resignations shall be submitted in writing and presented to the Basileus, who will notify the body at the next chapter meeting.

**Section 3 Officer Nomination and election**

**The Nominating committee's report must be submitted in October.**

1. Secret ballot by simple majority shall elect all Elected Officers, Nominating Committee Members, and Finance Committee Members.
2. The election of officers shall be held at the November meeting.
3. The new officers shall be installed at the December meeting and take office January 1.
4. The Basileus, Anti-Basileus and Tamiouchos, Nominating committee and Finance committee shall be elected in even years.
5. The Grammateus, Anti-Grammateus and Pecunious Grammateus shall be elected in the odd years.
6. The Epistoleus and Ivy Leaf Reporter shall be elected annually.
7. The Basileus shall make an appointment to fill any unexpired term of any vacant office except for the office of Basileus, within one month of notification of the vacancy/resignation

**Article V. MEETINGS**

**Section 1 Regular Meeting**

The regular meetings of the chapter shall be held each month except July and August. In case of an emergency, the Basileus shall follow the guidance of the sorority's governing documents. In case of an emergency, the Basileus shall have the authority to postpone or change the meeting to another date. Virtual/Electronic Chapter Meetings may only be held in the event of an emergency or special circumstance(s) and with the prior written approval of the Regional Director, in conjunction with the current governing documents of the Sorority. This approval will be sought in writing by the Basileus or the Anti-Basileus in the absence of the Basileus. If the written approval cannot be obtained prior to the virtual/electronic meeting, it must be obtained within two days and in conjunction with the current governing documents of the Sorority.

All committees may hold the following type of meetings:

- a. Face to face
- b. Conference Calls
- c. Virtual
- d. Email

**Section 2 Executive Meeting**

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The Executive committee shall be composed of the chapter officers and all committee chairmen. The committee shall meet monthly prior to the chapter meeting, or when deemed necessary.

**Section 3 Special Meeting**

The Basileus may call special meetings. The meeting may be held via video or audio conference call.

**Section 4 Quorum**

One third of the active members plus one active chapter member shall constitute a quorum.

**Section 5 Meeting Notification**

Sorors may be notified of meetings by email, mail or standing regular meeting days, as noted in Article V, section1.

**Article VI. Executive Committee**

**Section 1 Composition**

The Executive committee shall be composed of the chapter officers and all committee chairmen.

**Section 2 Powers**

**Section 3 Meetings**

The committee shall meet monthly prior to the chapter meeting, or when deemed necessary

**Section 4 Quorum**

One third of the executive committee members plus one committee member shall constitute a quorum

**Article VII. COMMITTEES (\*International Standing Committee)**

**Section 1 Executive Committee** shall consist of all officers and all chairmen of functioning committees. This committee shall meet monthly (except July and August). Recommendations from the committee shall be presented to the chapter for consideration.

**Section 2\* Leadership Development Committee** shall be appointed by the Basileus and composed of one of each of the following former officers: Basileus, Parliamentarian, Grammateus, Tamiouchos and Membership Chairman. The current Basileus and Anti-Basileus will also serve on this committee.

This committee shall be responsible for presenting periodic workshops to the chapter, assisting the Standards committee with the officers' workshop and assisting the Basileus with Chapter Retreat.

**Section 3 \*Program Committee** shall consist of the Anti-Basileus as Chairman, Tamiouchos and at least three financial members of the chapter. It shall develop the chapter program and present it to the chapter at the October meeting for approval at the November meeting. It shall be the duty of the committee to work closely with all aspects of the chapter program throughout the year.

**Section 4 \*Finance Committee** shall consist of the Tamiouchos as chairman, the Anti-Basileus, the Pecunious Grammateus, any former Tamiouchos who would like to serve in an advisory role, and three financial members of the chapter elected in November to serve a two-year term. It shall supervise the chapter's annual budget. The committee shall recommend a budget for the upcoming year and present it at the October meeting for approval at the November meeting.

**Section 5 \*Standards Committee** shall consist of financially active former Basilei, charter

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members of the chapter and any financially active soror in the chapter who has held an elected office in the chapter. It shall be the duty of this committee to ensure the chapter adheres to the responsibilities outlined in the current Standards guidelines provided by Alpha Kappa Alpha Sorority, Incorporated®. The Standards Committee will assist the Leadership Development committee and the Basileus with the yearly officers' workshop.

**Section 6 \*Nominating Committee** shall consist of five financial members of the chapter elected in November to serve a two-year term. The Basileus shall appoint the chairman of the Nominating Committee from the elected members. The Nominating Committee upholds the minimum requirements for certification. It is the responsibility of the Nominating committee to present a slate of candidates for chapter officers, Nominating Committee members and Finance Committee members. All nominations from the floor must present all written credentials to the chair of the Nominating Committee for certification at the time of nomination. The committee shall present the ballot of nominees at the November meeting for voting. Nominations shall only be accepted from the floor on the date of presentation of the slate at the October meeting.

**Section 7 \*Bylaws Committee** shall consist of the Parliamentarian as chairman and at least four financial members of the chapter. This committee shall propose needed changes in the bylaws, examine proposed amendments, and circulate changes to the chapter.

**Section 8 Courtesy Committee** shall consist of the Hodegos as chairman and at least two financial members of the chapter. This committee shall extend and perform all courtesies and sisterly acts to sorors and their families at such appropriate times as indicated by the chapter.

**Section 9 Fund Raising Committee** shall consist of a chairman and at least three financial members of the chapter, and all such subcommittees as deemed necessary. This committee shall design, develop, supervise, coordinate, and promote all fundraising activities.

**Section 10 Founders' Day Committee** shall consist of at least three financial members of the chapter. This committee shall plan, develop, promote, and initiate suitable activities in honor of our Founders.

**Section 11 Public Relations Committee** shall consist of the Ivy Leaf Reporter as chairman, the program chairmen and the Fund-Raising chairman. This committee shall be responsible for communicating the policies and activities of Theta Rho Omega Chapter.

**Section 12 \*Connection Committee** shall consist of at least three financial members of the chapter. The chairman of this committee shall serve as the chapter's coordinator and representative. This committee shall identify and study issues which impact on the quality of life, design strategies for communications with the membership for action to formulate and recommend position statements to state, regional and national coordinators.

**Section 13 \*Membership Committee** shall consist of the Membership Chairman and at least three financial members of the chapter. To be appointed as Chairman of the Membership committee, a soror shall never have been suspended for hazing. This committee shall be responsible for

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researching, planning, and recommending strategies for recruitment, retention, and reactivation of members. This committee shall also monitor membership trends as they relate to chapter growth and development, and implement the membership intake process (MIP) per guidelines established by the International Membership Committee.

**Section 14 Scholarship Committee** shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. This committee shall establish the criteria for eligibility to receive the achievement awards/scholarships. This committee shall also identify and select the recipients of the achievement awards/scholarships. Daughters or relatives of Alpha Kappa Alpha sorors shall be eligible for scholarships presented provided they meet all committee requirements. Recommendations for disbursement of scholarship monies will be made by this committee.

**Section 15 \*Protocol Committee** shall consist of at least three members of the chapter. This committee shall give recommendations for policies to be approved by the chapter in protocol including: courtesies to be extended to the Basileus at the end of her term, determination of the gratuities extended to the chapter, and selection of sorors to conduct rituals (Rededication, Installation of Officers and Ivy Beyond the Wall ceremonies). Additional responsibilities shall include protocol workshops, disseminating information, and serving in an advisory capacity for all chapter functions.

**Section 16 Logistics Committee** shall consist of at least three members of the chapter. This committee shall give recommendations on locations for events and meetings conducted by the chapter, including: capacity issues, accommodations, pricing, availability of dates requested by the chapter, reservations, hotel amenities/provisions for event, room layout/design to accommodate group size, and work with chapter on seating chart.

**Section 17 \*Archives Committee** shall serve as the advisory arm for Theta Rho Omega's archival records. Specific responsibilities include 1) Developing guidelines to facilitate the collection, storage, codifying, maintenance, access and use of holdings, and 2) Recommending policies that address ownership, custody, and transfer of archival records.

**Section 18 Tellers Committee** shall consist of the Philacter as chairman and at least four financial members of the chapter. This committee shall be responsible for the orderly distribution of materials during chapter meeting. It shall also be the responsibility of this committee to provide paper ballots, count votes of show of hand or rising (standing) votes, tally written ballots of secret ballot votes and report the outcome of the vote to the Basileus.

**Section 19 \*Technology Committee** shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. This committee shall maintain the chapter's website per Alpha Kappa Alpha's Guidelines for Web Presence document.

**Section 20 AKApe' Committee** shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. This committee shall provide spiritual support, comfort, and cheer to chapter sorors who are sick at home or in a health care facility, shut in, or in mourning.

**Section 21 Audit Committee** shall consist of 3 financial members appointed by the Basileus. Audit

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committee is responsible for internal audit. Members of the audit committee should be independent from the daily financial operations of the chapter.

**Section 22 Strategic Planning Committee** shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. The committee shall be responsible for identifying benchmarks to track the chapter's successful completion of each Strategic Plan task and goal, and provide an annual update to the chapter. They shall also be responsible for facilitating the process of updating the chapter's Strategic Plan every 5 years.

**Section 23 Sisterly Relations Committee** shall consist of a chairman appointed by the Basileus and at least three financial members of the chapter. The committee shall be responsible to develop and provide support in the execution of the sorority's sisterly relations program. The committee shall play a major role in strengthening and continuing the sorority's commitment to sisterhood by developing programs that reinforce the core values of Alpha Kappa Sorority, Incorporated®.

**Section 24 Pan-Hellenic Activities Committee** shall consist of a chairman appointed by the Basileus and at least four financial members of the chapter. The chairman shall be the chapter's representative to the local chapter of the National Pan-Hellenic Council (NPHC). The committee shall inform the chapter about local NPHC activities, encourage the chapter's participation in NPHC activities, plan and organize opportunities to collaborate with the other Divine 9.

**Section 25 Communications Committee** shall consist of the Epistoleus who will serve as chairman, and one representative each, appointed by the Basileus, from the Public Relations, Technology (web design), and Protocol committees. The committee shall be responsible to review and approve all external communications, including written correspondence, electronic communications, and photos displayed on the chapter's public websites. The committee shall play a major role in fostering and protecting the sorority's brand by ensuring all externally-released communication products comply with the Alpha Kappa Alpha Sorority, Incorporated® brand, social media, website, and public relations guidelines, and Soror Code of Ethics.

**Section 26 Risk Management Committee** shall be authorized to develop and execute a plan to effectively identify, assess, mitigate and reduce risk to Alpha Kappa Alpha Sorority, Incorporated® and Theta Rho Omega Chapter concerning active and inactive members in consultation with the Central Regional Director and the sorority's Legal Counsel. The duties shall include (1) advising the chapter on operational and other risks to the chapter and the Sorority; (2) facilitating training workshops and seminars for the chapter; (3) disseminating materials that reinforce the Sorority's anti-hazing policy for the members of Theta Rho Omega Chapter and the public; (4) collaborating with other chapter committees to address specific areas of risk. The committee shall consist of a chairman and at least four financial members. The committee shall create the chapter's Risk Management Plan and update the plan every two years.

**Section 27 Rituals Committee** The Rituals committee shall consist of a chairman and at least three financial members appointed by the Basileus. The committee will be responsible for ensuring chapter rituals are conducted appropriately. The committee will also ensure individuals are familiar with their assigned task and review rituals with all chapter members annually.

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**REPORTS**

**Section 1** All officers must make an annual report to the chapter relative to the projects and/or activities they have been responsible for. This report is due at the close of the fiscal year or upon completion of the project or activity. Written copies of these reports must be filed with the Grammateus and shall be made available for viewing by all chapter members.

**Section 2** All chairmen are fully responsible for initiating as well as carrying out with her committee members all tasks necessary for completing the activity successfully.

- A. In the event money-raising is connected with her committee, each chairman is responsible for notifying each financial member (within one month of the completion of the event) of her specific obligation for the event.
- B. All committee chairmen shall submit a final written report of its activities and shall account for all money received and disbursed.

**Section 3** The Basileus, Anti-Basileus, Tamiouchos and Grammateus shall meet at the close of each fiscal year for compiling an annual report of the chapter program and finances which shall be submitted to the sorority and Regional Director with established deadlines.

**Section 4** Sorors whose expenses as representatives of the chapter have been paid in part or full by the chapter must make reports to the chapter relative to the projects and/or activities for which they serve as representatives. This report is due at the chapter meeting immediately following the activity in which the soror took part. A copy of this report must be filed with the Grammateus and shall be made available for viewing by all chapter members at that meeting.

**DELEGATES**

**Section 1** No soror, except the Basileus and Anti-Basileus, shall be eligible to serve as chapter delegate at two consecutive Regional Conferences and, in a Boule year, be eligible to serve as a chapter delegate to both the Regional Conference and Boule. Secret ballot by simple majority shall elect chapter delegates excluding the Basileus and Anti-Basileus.

**Section 2** Delegates are required to attend all plenary sessions and events or meetings assigned by the Basileus. Delegates are required to provide written report at the chapter meeting immediately following the session.

**Section 3** Delegates / alternate Delegates must meet the following qualifications:

- A. Be an active member in the chapter for at least 24 consecutive months immediately proceeding the nomination.
- B. Have attended at least 80% of chapter meetings in that time.
- C. Have participated in program activities of the chapter and be an active member currently of at least one committee.
- D. Be familiar with Alpha Kappa Alpha Constitution and Bylaws, Manual of Standard Procedures, and Chapter bylaws and Chapter Operations Manual.
- E. Have paid their financial obligations by the January chapter meeting.

**Article VIII. SPECIAL AND AD HOC COMMITTEES**

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**Article IX. PARLIAMENTARY AUTHORITY**

The following documents in said order will govern Theta Rho Omega Chapter: National Constitution and Bylaws and Manual of Standards Procedure. For all matters not provided for in the Constitution or Bylaws of the chapter, the most recent issue of Robert's Rules of Order, Newly Revised, shall govern Theta Rho Omega Chapter.

**Article X. AMENDMENT OF THE BYLAWS**

Annually the bylaws may be reviewed and amended, unless in conflict with the national Bylaws and/or amended by the Regional Director, provided the amendment has been submitted in writing at the previous regular business meeting. The bylaws must be examined every two years for revision. A report on the revision by the Bylaws committee should be made no later than the October meeting of the year the bylaws are to be examined.

Amendments to these Bylaws shall take effect immediately following the adjournment of the meeting at which they were adopted.

**Article XI. DISSOLUTION**

Upon dissolution of the Chapter, its assets shall be distributed for one or more exempt purposes within the meaning of Sec 501(c)(7) of the Internal Revenue code or corresponding section of any future federal tax code, or for one or more exempt purposes within the meaning of Sec 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, for a public purpose.

Revised November 2025